Capital Needs Assessment (CNA) e-Tool
Operational Bulletin 2017-02

TO: CNA e-Tool Stakeholders

SUBJECT: CNA e-Tool Update

1.   What's the purpose of this bulletin?

HUD completed a re-release for the CNA e-Tool on April 17, 2017. This release provides several enhancements and resolves the "Submit CNA" glitch and other technical issues identified in portions of the tool.

The mandatory usage date has also been pushed back to October 1, 2017, as announced in yesterday's Mortgagee Letter and Housing Notice.

2.   What else did we do?

 i.   An improved Assessor Tool Excel Template (CNA 1.2 V2) Assessor Tool Excel Template (CNA 1.2 V2) was posted on the CNA e-Tool web page on April 20, 2017. Effective immediately, if you downloaded an Assessor Tool (CNA 1.2 V1 or earlier), please delete it and use the one that was just posted.

 ii.   An updated Instructions for the use of the Assessment Tool document was posted on April 19, 2017. If you have an earlier version, please discard that document.

 iii.   An updated Internal User Manual was posted on April 19, 2017. If you have an earlier version, please discard that document.

 iv.   An updated CNA User Access Guide was posted to the CNA e-Tool web page on March 10, 2017. If you have an earlier version, please discard that document.

 v.   An updated instruction for connecting to EPA Portfolio Manager and obtaining Portfolio Manager Reports was posted on March 30, 2017. If you have an earlier version of these instructions, please discard them and get the newer version.

3.   <u>What should users do?</u>

Effective immediately, users may start submitting CNA using the CNA e-Tool. All functions of the tool useful for editing and perfecting a CNA are available now to submit CNA's. Lenders are encouraged to <u>get an M ID here</u> to log into the system and begin validating, editing and submitting CNA's for HUD's review. A variety of training materials have been (or are being) created and posted <u>here</u> for both lenders and assessors to get familiar with the tool.

4.   <u>Whom should I call for further information?</u>

For further technical information, please email <u>CNAeTool@hud.gov</u>.